

TRAIN Florida hosted courses that offer a certificate of completion will automatically save to the My Certificates tool located in the TRAIN Florida learner's Dashboard. **NOTE:** Not all courses in TRAIN Florida offer certificates of completion.

TRAIN Florida also provides access to courses that are hosted by external sources and are completed outside of the TRAIN system, such as CDC Immunization courses.

These external sources often offer a certificate of completion. The certificates may be emailed or downloaded by the learner upon completion of the course. Once the learner has completed a course on the external site, and recorded the completion in TRAIN Florida, the certificates can be uploaded and saved to the completed course on the learner's TRAIN Florida transcript. This will allow the VFC Program to track required CDC training to ensure that proper credit is given. The certificates can be added at any time after completion of the course.

The following steps show how to upload the training certificates for your completed TRAIN Florida, externally hosted courses.

Step 1: Log in to TRAIN Florida.

Step 2: On your TRAIN Florida home page, locate your Learner's Dashboard (Fig.1).

Learner's Dashboard		
+ My Action Items	Click to Expand	
H My Learning		
H My Certificates		
H My Training Plans		
+ My Surveys		
+ My Links		Figure 1



			_
Course Name 🕏	Status	Format	
FDOH Purchasing Card New Cardholder	In Progress	Blended Learning Series	
FDOH Travel	In Progress	Blended Learning Series	
TRAIN Transcript Current Co	ourses Archived C	ourses	Figure 2



Step 4: Once the My Learning menu is opened, click on the TRAIN Transcript button (Fig. 3).

earner's Dashboard.			
+ My Action Items		Click to Expand	
My Learning			_
Course Name 🖨	Status	Format	
FDOH Purchasing Card New Cardholder	In Progress	Blended Learning Series	
FDOH Travel	In Progress	Blended Learning Series	
TRAIN Transcript Current Co	Archived Co	burses	Figure 3

Step 5: After clicking the TRAIN Transcript button, you will be directed to your **Transcript** page (Fig. 4). Locate the externally hosted TRAIN Florida course on your Transcript page. To upload your certificate of completion for this course, click on the **Upload External Certificate Button**.

Nick on course title to view course details	ie text of march	Manna.						Email Tra	anscript	Expo
Course	Reviews	Registered	Completed	Format	Pre- Assessment Score	Final Score	Credit	Verified	With draw	n
DOH HIV/AIDS 101 In the News	Reviews	<mark>6/18/2013</mark>	6/18/2013	Web-based Training - Self- study	N/A	120.00 points Passed	N/A	7		(
8-100.b - Introduction to Incident Command lystem - 1024627 Upload External Certificate	Reviews	10/17/2013	10/17/2013	Web-based Training - Self- study	N/A	80.00 points 100.00%	N/A	7		0
DOH Annual OSHA Review	Reviews	7/15/2013	7/16/2013	Blended Learning Series	N/A	N/A	Contact Hours: 1	V		0
DOH Purchasing Card New Cardholder see blended learning serie transcript	Reviews	7/24/2013	N/A	Blended Learning Series	N/A	N/A	N/A			C
DOH HMS Service and Time Reporting for ersonal Health Employees Evaluation : DOH HMS Self-Paced Evaluation	Reviews	7/24/2013	7/24/2013	Web-based Training - Self- study	N/A	100.00 points Passed	Contact Hours: 1	2		0

🖉 - Edit Score (You may not edit a score for a course that has been verified, a course that you have withdrawn from, or a course for which the status is updated automatically)

Figure 4





Step 6: After you have clicked the Upload External Certificates button, an **Upload Certificate** pop-up window will open over the Transcript page (Fig. 5). Enter the **exact title** of the externally hosted course in the **Title** field, this is a required field. Next, click the **Browse** button, to locate your certificate.

Upload Certificate	÷	6.	-	×
Title: * IS-100.b - Introduction to Incident Command System - 1024627				
Please select certificate file:				
Tip: The following list of file extensions are allowed to upload: (.gif,.jpeg,.jpg,.bmp,.pdf,.png)				
Upload Close				

Step 7: After you click the Browse button, a Choose File to Upload pop-up window will open (Fig. 6) over the Transcript page and Upload Certificate window. Locate the certificate file on your computer or network. Click on the file to populate the File name field. Next, click on the Open button.

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Organize 🔹 New fold	ler	₩ * L	1 9
☆ Favorites ■ Desktop	Documents library Includes: 2 locations	Arrange by: Fold	er 🔻
Downloads	Name	Date modified	Typ
Recent Places	TRAIN_FL_LearnerTutorials_and_Scripts_2013	10/10/2013 12:21 .	
- Librarian	JE TRAIN_FL_Marketing	10/8/2013 11:56 A	M File
Documents -	TRAIN_FL_PubHealthSysPartners	9/26/2013 10:20 A	M File
Music	UFD_Images	9/26/2013 3:0.2 PM	f File
Pictures	🔁 20 Ways to Get Good Karma	1/12/2012 11:47 A	M Mi
Videos	BASIC TOMATO SAUCE	9/5/2013 1:26 PM	Mi
Index:	DOH Mission Statement	8/9/2013 4:37 PM	Mi
Computer	DOH_Brand_Comm_StyleGuide_093013	10/9/2013 4:37 PN	Ad
	E-mail_Signature	7/29/2013 2:39 PM	L Mi
S Network	1 FEMA_15700a_Cert_061413	6/14/2013 11:17 A	M Ad
	OPQ1_4008_VoiceMail_Message_7-2013	7/3/2013 10:40 AN	4 Mi
	A DPOT Phone List	4/4/2013 8:43 AM	- Mi
> File r	name: FEMA 15700a Cert 061413	All Files (*.*)	







Step 8: After clicking the Open button, the Choose a File to Upload window will close, and the certificate file path will be in the **Please select certificate file:** field (Fig. 7). To upload the certificate to your course, click the **Upload** button.



After clicking the **Upload** button you will see a pop-up window (Fig. 7a). The window states "External certificate for this course has already been uploaded." This means you have successfully uploaded your certificate.

🗐 Upload Certificate	•	ė	\$ -	Ċ	×	
External Certificate for this course has already been uploaded. Testing TRAIN cert upload.pdf Upload Another Certificate Close						
						Fig

Note: In the event that you have uploaded the wrong certificate, you can click the red "X" to delete the incorrect file and perform the upload again.

Click **close**. The certificate is now uploaded to your TRAIN Florida transcript.

Step 9: Once the certificate has been uploaded, a pop-up window will open. It confirms the upload of the external certificate, and gives the option to go directly to the Certificates tool and print your certificate, or print the certificate later (Fig.8).

If you choose to click the **No Thanks, I'll print my certificate later** button, the window will close, and you will be back on the Transcript page. The certificate will be available in the My Certificates feature in your Dashboard.



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Step 10: If you choose to print your certificate, click the Take me there now button (Fig. 8). You will be directed to the Certificates page (Fig. 9). The certificate will be listed with the course under the Certificate column. Locate the certificate title (which carries the tag Externally uploaded). To print the certificate, click on the certificate title.

Certificates						
Course 🔺	Registered	Completed	Format	Score	Credit	Certificate
Excel 2010 keyboard shortcuts I	8/20/2013	8/22/2013	Web-based Training - Self-study	100 points 100%	Contact Hours: 1	Excel 2010 keyboard shortcuts I (Non-TRAIN course)
FDOH Annual OSHA Review	7/15/2013	7/16/2013	Blended Learning Series	N/A	Contact Hours: 1	FDOH Required Certificate
FDOH HIV/AIDS 101 In the News	6/18/2013	6/18/2013	Web-based Training - Self-study	120 points	Not Available	FDOH Required Certificate
FDOH HMS Service and Time Reporting for Personal Health Employees	7/24/2013	7/24/2013	Web-based Training - Self-study	100 points	Contact Hours: 1	FDOH Recommended Certificate
IS-100.b - Introduction to Incident Command System - 1024627	10/17/2013	10/17/2013	Web-based Training - Self-study	80 points 100%	Not Available	IS-100.b - Introduction to Incident Command System - 1024627 (Externally uploaded)
I I I I I Page size: 20 ▼					/	5 items in 1 pages
Back						

Step 11: After you click the certificate title, a File Download pop-up window will open (Fig. 10) over the Certificates page. It will ask "Do you want to open or save this file?" and will list the Name, Type and source (From) of the file. To print the certificate, click on the Open button.







Step 12: After you click the Open button, the certificate .pdf file will open in a new window (Fig. 11).
 From this window you will only have the option to view and/or print this document. To print the certificate, click on the print icon in the menu bar, and follow your local printing instructions.



Step 13: If you have chosen not to print your certificate at the time of upload, you can access and print your certificate at anytime from the My Certificates tool, in your learner Dashboard (Fig. 12). Locate the title of your certificate, click on the print icon and follow your local printing instructions.

Learner's Dashboard		
+ My Action Items	Click	to Expand
+ My Learning		
My Certificates		
Course Name 🗢	Date Completed	
Excel 2010 keyboard shortcuts I	08/22/2013	2
FDOH Annual OSHA Review	07/16/2013	2
FDOH HIV/AIDS 101 In the News	06/18/2013	a
FDOH HMS Service and Time Reporting for Personal Health Employees	07/24/2013	a
IS-100.b - Introduction to Incident Command System - 1024627	10/17/2013	a
View All Certificates		

Congratulations, you have now uploaded your certificate to TRAIN Florida!

